

CHIEF DEPUTY SHERIFF - MAJOR

GENERAL STATEMENT OF DUTIES

Performs administrative and supervisory law enforcement work in the management of all Sheriff's Office operations.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs administrative and supervisory work assisting the Sheriff in the management of all Sheriff's Office operations. Employee acts as the first line assistant to the Sheriff in the command and supervision of all Sheriff's Office personnel, the investigation of all crimes, the recruitment, selection, evaluation, and promotion of Sheriff's personnel, and in assuming responsibility for the operation of the Sheriff's Office in the absence of the Sheriff. Employee must be courteous, tactful, and firm in all dealings with employees and the public. Considerable judgment and initiative are required in determining facts, interpreting and applying the law in making decisions, without reference to higher authority. Employee is subject to the usual hazards of law enforcement work. Work is performed under the general direction of the Sheriff and is evaluated in terms of the effectiveness of administrative duties and adherence to Sheriff's Office policies and procedures.

ILLUSTRATIVE EXAMPLES OF WORK

- Supervises the operation of the Sheriff's Office in the absence of the Sheriff.
- Supervises all Sheriff's Office personnel through the chain of command.
- Directly supervises Sheriff's Office Major of Operations, Jail Major, and the Administrative Division of the Sheriff's Office.
- Observes and evaluates the work performance of Sheriff's Office personnel to insure adherence to accepted Sheriff's Office standards of performance by the chain of command.
- Assists the Sheriff in the recruitment, selection, and hiring of new personnel and assignment of duties.
- Manages all personnel related matters of the Sheriff's Office, and keeps personnel files updated and secure.
- Investigates and responds to employee grievances through the chain of command.
- Supervises the development, implementation, and enforcement of Sheriff's Office policy and procedure.
- Explains and interprets Sheriff's Office rules and regulations through the chain of command.
- Supervises the Sheriff's Office budget in its preparation, adoption, and implementation.
- Approves all expenditures from Sheriff's Office budget, including grants.
- Supervises the collection of all Sheriff's Office revenue.
- Delegates and assigns work to all personnel as required.
- Performs related work as required or as requested by the Sheriff.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of modern law enforcement practices and procedures.
- Thorough knowledge of the County's operations and geography.
- Thorough knowledge of federal, state and local laws pertaining to law enforcement.
- Skill in the use of firearms and other law enforcement equipment.
- Skill in the use of computers and other office equipment.
- Ability to observe and evaluate the work of personnel.
- Ability to exercise leadership and sound judgment in routine and emergency situations.
- Ability to deal firmly and tactfully with the public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school with considerable experience in law enforcement work, including supervisory/administrative experience; or an equivalent combination of experience of training

SPECIAL REQUIREMENTS

Refer to the N.C. Sheriff s Office Training and Standards Commission for employment, education, and training for law enforcement officers.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Randolph County 3/2002